

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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March 9, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT WITH LOS ANGELES COUNTY
OFFICE OF EDUCATION TO PROVIDE GAIN/GROW/REP
VOCATIONAL ASSESSMENT SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) continues to require the services of Los Angeles County Office of Education (LACOE) to provide vocational assessment and learning disability evaluation/diagnosis services to Welfare-to-Work (WtW) participants in the Greater Avenues for Independence (GAIN), Refugee Employment Program (REP) and General Relief Opportunities for Work (GROW) Programs. These services assist participants to achieve the ultimate goal of self-sufficiency.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of DPSS or his Designee to prepare and execute a contract in substantially similar form as the attached (Attachment I), with LACOE, effective the date of execution through March 31, 2013. The estimated total cost for this three-year Contract is \$21,189,000, which includes a contract maximum for management services paid to LACOE of \$1,713,000 and will be financed using \$20,374,500 (96%) federal funding and \$814,500 (4%) net County cost (NCC). Sufficient funding is included in the Fiscal Year 2009-10 Final Adopted Budget. Funding for future years will be included in the Department's budget requests. There is no contract maximum for direct services because this cost is driven by the number of assessments performed. The current Contract expires March 31, 2010.

"To Enrich Lives Through Effective And Caring Service"

2. Delegate authority to the Director of DPSS or his Designee to execute a contract amendment to exercise the option to decrease or increase no more than 10 percent of the management services maximum annual amount.
3. Delegate authority to the Director of DPSS or his Designee to authorize \$19,476,000 in direct services plus up to an additional 10 percent for increases in fixed unit prices, caseload driven assessments or additional services that are required in order for LACOE to comply with changes in federal, State, or County requirements. The Contract will be monitored in accordance with the Departmental Corrective Action Plan and when the above delegated authority is exercised, the Department will evaluate the remainder of the Contract and determine a course of action.

The approval of County Counsel and the Chief Executive Office will be obtained prior to executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this Contract will allow DPSS to continue to provide vocational assessment services to GAIN, REP and GROW participants and learning disability evaluation and diagnosis services to GAIN and REP participants, through LACOE and its subcontractors. These services include: vocational/career assessment services for participants in the GAIN, REP and GROW programs that consist of the development of a customized career plan to help them achieve their goals. The learning disability evaluation and diagnosis services to GAIN and REP participants consist of screening, evaluating, reporting, and diagnosis of learning disabilities as a potential barrier to employment.

LACOE has provided similar services since 1990 and has consistently adapted to program changes and requirements. LACOE effectively provides management services including recruitment, monitoring, and supervision of several subcontractors who conduct vocational/career assessments and learning disability evaluation and diagnosis at 34 locations to GAIN participants, at 14 locations to GROW participants and at 13 locations to REP participants (Attachment II).

These services assist participants to overcome barriers, obtain employment and move from welfare dependence to self-sufficiency. Approval of the Contract will permit LACOE to continue to provide vital services to the County's WtW participants.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #2: Children, Family and Adult Well-Being, Strategy 1: Client-Centered Integrated Services: Develop and implement client-centered approaches through integrated services and best practices.

FISCAL IMPACT/FINANCING

The estimated total cost for this three-year Contract is \$21,189,000, which includes a contract maximum for management services paid to LACOE of \$1,713,000. The cost of direct services is based on caseload driven assessments at fixed unit prices and additional services that are required in order for LACOE to comply with changes in federal, State, or County requirements.

The estimated total cost for this three-year Contract is as follows:

GAIN/GROW/REP Vocational Assessment Services Contract with LACOE For the Period of April 1, 2010 through March 31, 2013						
	Maximum Amount For Management	Direct	Total		Federal	State NCC
GAIN	\$1,470,000	\$15,750,000	\$17,220,000		\$17,220,000	\$0 \$0
REP*		\$2,340,000	\$2,340,000		\$2,340,000	\$0 \$0
GROW	\$243,000	\$1,386,000	\$1,629,000		(FSET) \$814,500	\$0 \$814,500
Total	\$1,713,000	\$19,476,000	\$21,189,000		\$20,374,500	\$0 \$814,500
*Management Cost for REP will be absorbed in GAIN budget.					96.16%	0.0% 3.84%

The direct services cost will be paid according to these rates:

Vocational Assessment: \$220 per full assessment and \$110 per partial assessment.

Learning Disability Evaluation: \$400 per full evaluation and \$200 per partial evaluation.

The total estimated caseload for this three-year Contract is 122,963.

The total management and direct services costs of \$17,220,000 allocated to the GAIN Program will be fully offset by CalWORKs Single Allocation funds; therefore, there is no additional NCC after the required Maintenance of Effort is met.

Direct services costs of \$2,340,000 allocated to REP will be fully offset by Refugee Social Services and Targeted Assistance funds. Management services costs for REP are absorbed in the GAIN management services costs Budget.

The total management and direct services costs of \$1,629,000 allocated to the GROW program will be offset by \$814,500 of federal funds for the Food Stamp Employment and Training (FSET) program, and approximately \$814,500 NCC for the three-year period.

Funding for this Contract is included in the 2009-10 Final Adopted Budget. Funding for future years will be included in the Department's budget requests.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the current Contract, LACOE subcontracts with six direct service providers to perform vocational assessments for participants of the GAIN, REP and GROW programs and learning disability evaluations/diagnoses for participants of the GAIN and REP programs.

The Contract provides for termination by the County with a 30 calendar day written notice prior to termination, should termination be in the County's best interest. The Contract also contains a provision which limits the County's obligation if funding is not appropriated by the State and by the Board of Supervisors.

The award of this Contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The Contractor additionally agrees to provide assessment services to GAIN, REP and GROW participants with different funding sources, e.g., the FSET program, and to maintain separate invoicing, accounting, management and reporting, and assessment data entries for the GROW program.

The Contractor is in compliance with the Jury Service Program.

The Living Wage Ordinance does not apply because the recommended Contract is a non-Prop A Contract.

The Contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

The current Contract was procured in accordance with California Department of Social Services Regulation 23-650.1.12 which allows for non-competitive contracting with public agencies.

CONTRACT PERFORMANCE

The monitoring of this Contract is performed on a quarterly basis. To evaluate the accuracy of LACOE's monitoring efforts and verify the quality of services provided by the sub-contractors, DPSS Contract Program Monitors perform on-site observations of testing procedures and team conferences, as well as participant interviews, at each vocational assessment site. Based on monitoring results for the period of July 1 through September 30, 2009, LACOE is in compliance with the contract requirements.

The expected performance outcome is that participants receive an assessment useful for career guidance and needed training. During the term of the current Contract, LACOE has consistently provided sufficient and qualified assessors, verified the performance of the assessors, and monitored the quality of participant assessments.

IMPACT ON CURRENT SERVICES

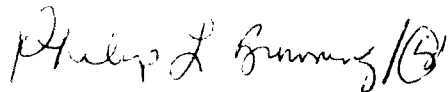
The Contract will allow the continuation of services in Los Angeles County for GAIN, REP and GROW participants.

The Contract will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,



Philip L. Browning
Director

PLB:nl

Attachments (2)

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors